

# ST MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

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Headteacher:  
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29<sup>th</sup> March 2017

Dear Parents

After talking to many parents at our recent parent consultation evening, Governors were keen to tell you a little bit more about who we are and the role that we play in school.

The Governing Body is composed of governors drawn to reflect the different constituents of the school:

- Eight foundation governors, appointed by the Diocese of Westminster;
- Two parent governors, elected by other parents at the school;
- One staff governors, elected by their colleagues;
- One local education authority (LA) governor, appointed by the County Council;
- The Headteacher;
- A Co-opted governor;
- An Associate member.

### Our Governing Body Members

Sally Curtis	Chair and Foundation Governor
Hayley Merry	Vice Chair and Foundation Governor
Matt Dranse	Treasurer and Co-Opted Governor
Jon White	Headteacher
Carmela Puccio	Associate Member
Connie Rega	Staff Governor
Peter Fuller	Foundation Governor
Sharna Jones	Foundation Governor
Savio Luis	Foundation Governor
Martina Volske	Foundation Governor
Jim Landers	Foundation Governor
Vacant	Foundation Governor
Karen Summers	L.A. Governor
Esther Okwuolisa	Parent Governor
Margret Ukah	Parent Governor

You will see that we currently have a vacancy for a Foundation Governor however after talking to an interested parent last week, I am delighted to be able to tell you we hope to have now filled



Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him  
At St Margaret Clitherow School we are committed to Safeguarding Children

that vacancy and will soon be working to full capacity. I look forward to introducing our newest member as soon as the appointment has been made.

Please have a look at the governor page on the school website to find about more about the specific roles of each governor and their terms of office.

### **What does a governor do?**

As a member of the governing body, a governor is expected to:

Contribute to the strategic discussions at governing body meetings which determine:

- the vision and ethos of the school;
- clear and ambitious strategic priorities and targets for the school;
- that all children, including those with special educational needs, have access to a broad and balanced curriculum;
- the school's budget, including the expenditure of the pupil premium allocation;
- the school's staffing structure and key staffing policies;
- the principles to be used by school leaders to set other school policies.

Hold the senior leaders to account by monitoring the school's performance; this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan;
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance;
- asking challenging questions of school leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant school priority; and
- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers.

Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and Continuing Professional Development, and suitable premises, and that the way in which those resources are used has impact.

When required, serve on panels of governors to:

- appoint the Headteacher and other senior leaders;
- appraise and evaluate the performance of the Headteacher;
- set the Headteacher's pay and agree the pay recommendations for other staff;



- hear the second stage of staff grievances and disciplinary matters;
- hear appeals about pupil exclusions.

The Governing Body is the admitting authority to the school and as such we:

- review annually the Admission Criteria, consult with other admission authorities as appropriate and to make recommendations to the Governing Body
- rank Nursery and School applications in accordance with the published Admission Criteria, so that places can be offered accordingly
- maintain a list of applicants for in-year applications, and rank applicants and offer places according to the current Admission Criteria
- co-ordinate a response to any Admission appeals and to represent the School at any subsequent appeal hearing.

### **How do we do this?**

We have 4 main committees who meet half termly in order to carry at the above roles:

- Admissions
- Curriculum
- Finance and Personnel
- Health and Safety

In addition to these meetings, we meet as a full governing body 7 times during the year. Our meetings usually last 2 ½ hours and during this time the discussion is both robust and challenging, the outcome being what we believe to be the very best for our children.

Governors are keen to engage with and support all staff in the school. We can often be seen at school events such as Mass, open mornings, school plays and parent consultations. We also attend governor open mornings where we are able to really get a feel for what's going on in school, working alongside the Senior Leadership Team (SLT).

Governors are keen to work with the Youth Leadership Team (YLT) and try and attend their meetings at least termly. Minutes from the meetings are looked at by the Curriculum Committee of the Governing Body. The Finance and Personnel Committee have allocated the YLT £500 to spend on a project within school this year.

The YLT will play an active role on 20<sup>th</sup> April when they will meet the candidates putting themselves forward for the role of their new Headteacher and formally ask them questions that they have come up with. The children will then feed back to the selection committee.

Governors also work closely with the PFSA and attend events that are important to the school, such as the summer and Christmas fair. One of our governors, Savio Luis, provides a direct link between the Governing body and the PSFA. The PSFA are hosting a coffee afternoon on 25<sup>th</sup> April, please come along if you are able to – it is at events such as these that you can really become part of the school community.

A key role of the governing body is to appoint a new Headteacher. It was good to speak with many of you about this at the recent parent consultation evenings. A Selection Committee has



been set up and has met regularly. The committee includes representatives of the Governing Body as well as a Diocesan representative and a Hertfordshire County Council representative. I would like to assure you that the Governing Body, through its delegated selection committee, has taken this role extremely seriously and will do our very best to ensure that the right person is appointment to lead our school from September. You will be aware that interviews are due to take place on Thursday 20<sup>th</sup> April. Following this, there will be an Extraordinary Meeting of the Full Governing Body to ratify any recommendation made by the selection committee. I will write to you on the morning of the 21<sup>st</sup> with what I hope to be news of our new Headteacher.

I hope you will have found this newsletter useful. Governors are always keen to receive feedback from parents and can be contacted via the school office.

Finally, on behalf of the governing body, I wish you and your families a very happy and peaceful Easter and look forward to working in partnership with you over the coming term.

With best wishes



Sally Curtis  
Chair of Governors

